

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-165**

**SUBJECT:
Visa Assistant NIV, FSN-7**

DATE: 10/17/2011

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Visa Assistant NIV, FSN-7; FP-7*

OPENING DATE: October 17, 2011

CLOSING DATE: **October 31, 2011**

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 33,809 USD p.a. (Gross salary)
(Position Grade: FSN-7)

*Not-Ordinarily Resident (NOR): 39,994 USD p.a. (Starting Basic salary)
(Position Grade: FP-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Visa Assistant NIV** in the Consular Section.

BASIC FUNCTION OF THE POSITION:

The incumbent serves primarily as a visa clerk in the Non-Immigrant Visa (NIV) Unit, with remaining time divided between anti-fraud work and admin support to the Consular Section. The employee provides full clerical support for the NIV Unit by: 1) processing the full range of NIV applications up to the point of officer review; 2) printing visas for approved applications using the machine-readable visa (MRV) system; 3) serving as an interpreter/translator for American officers, as needed; 4) maintaining issuance, refusal, and lookout files; 5) assisting in clerical duties in all other Consular units; and 6) performing anti-fraud duties. The incumbent reports to the NIV Unit Chief and also provides administrative assistance to other officers in the Consular Section, as necessary.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** College or university studies are required.
2. **PRIOR WORK EXPERIENCE:** Three years of progressively responsible experience in work involving the application of relatively complex regulatory material, along with extensive public contact or closely related work, is required.
3. **LANGUAGE PROFICIENCY:** Level IV (Fluency) Reading/Writing/Speaking English, and Arabic or Kurdish is required. **(Language proficiency will be tested).**
4. **KNOWLEDGE:** Must have general knowledge of local law as it pertains to marriage, personal property, civil rights and immigration, as well as of the national and provincial education systems, in order to evaluate the bona fides of various public documents submitted.
5. **ABILITIES & SKILLS:** Must have experience in computer applications, word processing, spreadsheet and database management, as well as the ability to deal patiently and tactfully with the public, and to work under pressure; must be able to apply good judgment and relatively complex regulations to specific casework; must have excellent organizational, management and interpersonal skills, and the ability to multitask efficiently with a high degree of accuracy.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadJobs@state.gov

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/jobsvacancies.html>

E-mails received without the appropriate subject line will not be considered.

Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: VA 11-165, Visa Assistant NIV

CLOSING DATE FOR THIS POSITION: OCTOBER 31, 2011

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

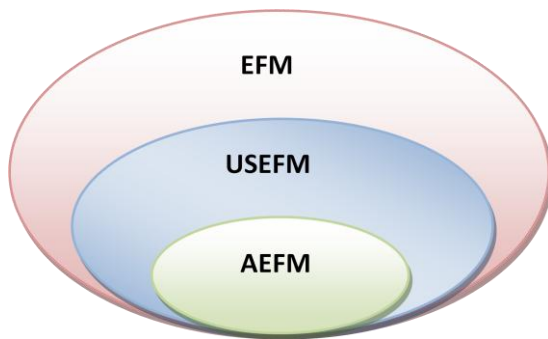
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/JMB

Cleared : CON/SG

Drafted : HRA/HS

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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U.S. Embassy, Iraq



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80% of Time

- Receives and screens Non-Immigrant Visa (NIV) applications and supporting documents from a variety of sources for completeness and accuracy, which entails the accurate handling of an extensive volume of applications.
- Assists NIV applicants during the application process by providing information on visa procedures.
- Provides officers with relevant background information on applicants, including information based on knowledge of host country.
- Enters a significant amount of data in the automated consular system based on a sound knowledge of current NIV laws, regulations and procedures.
- Captures data and images and prints machine-readable non-immigrant visas.
- Exercises discretion and a high degree of professional responsibility in handling confidential/sensitive applicant information and documentation.
- When a security advisory opinion (SAO) is needed (which occurs in nearly all Iraqi NIV cases), prepares the draft SAO in the NIV system, exercising judgment in evaluating and synthesizing applicant information from the application and associated documentation. Notifies the officer when the SAO is ready for final review and electronic transmittal.
- Monitors on a daily basis the status of all cases pending SAO and notifies the NIV Unit Chief whenever an SAO reply is received. Assists NIV officers in maintaining an accurate tracking spreadsheet showing detailed status of all pending SAO cases. Notifies the NIV Unit Chief when SAO processing delays surpass the due date indicated by the Department.
- Provides applicants with information on general non-immigrant visa procedures and regulations, covering a wide array of visa inquiries.
- Ensures that key case documents are properly scanned into the application program record.
- Maintains and retains NIV files in strict accordance with Consular Management Handbook and National Visa Center guidance.

- Without need for close supervision, prepares files for monthly archiving in strict accordance with above mentioned guidelines.
- As instructed by supervisors, acts as liaison with Embassy offices submitting visa referrals.
- Provides Arabic-English or Kurdish-English interpretation and translation services as needed during visa interviews; translates documents and correspondence, including diplomatic notes; makes phone calls and sends e-mail in order to obtain information requested by officers.
- Develops and maintains reports, charts, graphs, correspondence and translation templates, and standard operating procedures.
- Replies promptly and accurately to NIV e-mail and fax queries, independently answering routine inquiries (roughly 80% of all queries), identifying urgent and complex questions and submitting them promptly to NIV officers for appropriate action.
- Updates NIV website information on a regular basis, clearing changes with the NIV Unit Chief and Consular Section managers.

10% of Time - Anti-Fraud Duties

- Supports the anti-fraud efforts of the Consular Section, assisting colleagues with review of suspicious documents, interviewing applicants suspected of fraud, and participating in training re fraudulent documents and current fraud trends.

10% of Time - General Administrative Duties

- Assists colleagues in other Consular units with administrative tasks, such as preparing passports for shipping, keeping stock of visa, passport and other forms, managing orders for work/supplies, general organization of the office, data-entry of passport/visa cases.
- Serve as backup consular cashier, as needed (up to three weeks within every three month period), assuring that all fees are collected, recorded in the ACRS cashiering system, reported daily to the Accountable Consular Officer, and deposited with the Embassy's Class B Cashier, in strict accordance with Consular Management Handbook guidelines.
- Assists in the American Citizen Services and Immigrant Visa Units, as needed.